

Electoral Registration Officer

YOUR VOTE MATTERS

DON'T LOSE IT



Graeme Strachan BLE, MRICS

Lothian Valuation Joint Board

17A South Gyle **Crescent**, Edinburgh, EH12 9FL

Telephone **0131 344 2500**

Fax **0131 344 2600** / Minicom **0131 344 2611**

Visit our website www.lothian-vjb.gov.uk

E-mail enquiries@lothian-vjb.gov.uk

In order to register to vote please complete and return the attached form.

Once we've checked your details, we'll send you a letter or email to confirm that you've been added to the electoral register.

Yours sincerely

Graeme Strachan

ELECTORAL REGISTRATION OFFICER



Go online

It's quick and easy to fill in this form at gov.uk/register-to-vote

Register to vote

Registering to vote

You can register to vote in Scotland if you are:

- Resident (usually live) in Scotland and aged 14 or over (but you will not be able to vote in Scottish Parliamentary or local council elections until you are 16, and you will not be able to vote in UK Parliamentary or European Parliamentary elections until you are 18).

You must also be either:

- A British, Irish or European Union citizen, or
- A Commonwealth citizen who has leave to enter or remain in the UK or who does not require such leave.

It will only take a few minutes and it is quicker and easier online.

All information requested on this form must be provided (unless stated otherwise) or your application may be delayed.

1 Your name and address

First name(s)

Surname

Your address

Postcode

Do you live at another address? No Yes

If yes, you do not have to give us this address now but we may ask for more information later.

Telephone no. (optional)

Email (optional)

Providing an email address gives a quick and easy way to contact you about your application.

Incorrect information

If we have printed information which is incorrect, please cross it out and write the correct information.

2 Your nationality

If you have more than one nationality, please include them all.

(Don't know your nationality? Please see section 7).

(more info P4)

3 Moved house in the last 12 months?

No Yes If yes, please give any previous address where you have lived during the last year or your application may be delayed.

Postcode

If this address was overseas, were you registered in the UK as an overseas voter? No Yes

4 Are you the only person aged 14 or over living at your current address? (optional)

Yes, I am the only person aged 14 or over living at my current address. (more info P4)

5 Your date of birth

If you don't know your date of birth please tick if you are:

14-15 16-17 18 or over

(Don't know your date of birth? Please see section 7) (more info P4)

6 Your National Insurance number (if you are aged 16 or over)

You may find this on your payslip, or on official letters about tax, pensions or benefits.

(Don't know your National Insurance number? Please see section 7)

7 Don't know your nationality, date of birth or National Insurance number? Please tell us why.

If you can't provide these details we may ask you for other documentary evidence before processing your application.

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8 Changed your name?

Please give us your most recent previous name (optional).

Please tell us the date you changed your name (optional).

(more info P4)

9 Can't vote in person?

If you are unable to go to the polling station in person on polling day, please choose how you would like to vote and we will send you an application form, or you can download an application form at yourvotematters.co.uk

By post By proxy (someone voting on your behalf)

10 The open register

The open register is an extract of the electoral register, but is not used for elections. It can be bought by anyone and is often used to confirm name and address details.

Please tick if you do not want your name and address to be included in the open register

If you are aged under 16 your details will not be included in the open register. (more info P4)

11 Declaration

I currently live at this address. To the best of my knowledge, the information in this form is true. I understand that the information I have given on this form will be used on the electoral register. I understand that if I do not make an application for registration when required to do so I could face a fine of £80. **This fine does not apply to 14 or 15 year olds.** I understand that it is an offence knowingly to provide false information in this form and if convicted I may be imprisoned for up to six months and/or face a fine of up to £5000.

Signature

Today's date

If you need help filling in this form please contact us using the details on P1.

Your nationality

If you have more than one nationality, please include them all. You can only register to vote in the UK if you are a British, Irish or European Union citizen, or a Commonwealth citizen who has leave to enter or remain in the UK or does not require such leave. We may need additional evidence about your nationality or we may check your nationality or immigration status against government records.

Are you the only person aged 14 or over living at your address?

You do not have to answer this question. However, every year, Electoral Registration Officers send letters to every household to help ensure the right people are registered to vote. Your Electoral Registration Officer may not need to send these letters to your household in the near future if you let them know that you are the only person aged 14 or over living at your current address.

Your date of birth

If you don't know your date of birth please give the date you put on official documents (for example, your passport or driving licence) or tick one of the boxes. Your date of birth identifies you and confirms your eligibility to vote.

Changed your name?

For example, you may have got married and changed your name. You do not have to give us details of your name change but it will help us identify you. If this information is not given then you may need to provide additional documentary evidence.

The open register

There are two registers. Why? Using information received from the public, registration officers keep two registers – the electoral register and the open register (also known as the edited register).

The electoral register lists the names and addresses of everyone who is registered to vote in public elections. The register is used for electoral purposes, such as making sure only eligible people can vote. It is also used for other limited purposes specified in law, such as:

- detecting crime (e.g. fraud)
- calling people for jury service
- checking credit applications.

The open register is an extract of the electoral register, but is not used for elections. It can be bought by any person, company or organisation. For example, it is used by businesses and charities to confirm name and address details. If you are aged 16 or over, your name and address will be included in the open register unless you ask for them to be removed. Removing your details from the open register does not affect your right to vote. You can find out more information about both registers and how they may be used at gov.uk/register-to-vote.

If you are aged 14 or 15, you will not be included on the open register. You will be included on the electoral register, but only Electoral Registration Officers and their staff can usually see the details you provide. Your details will not be included in any register that is published. About six weeks before an election certain people need details of everyone who can vote in that election. If you will be 16 on the date of a Scottish Parliamentary or Local Government election, your name and address will be given to people who run the elections, and to candidates who want to provide information to voters.

If you are concerned that having your name or address on the register may affect your safety, there could be other options available to you. In certain circumstances, you can register without your name and address showing on the register. To find out more, please contact us.

Privacy statement

We will only use the information you give us for electoral purposes. We will look after personal information securely and we will follow the data protection legislation. We will not give personal information about you or any personal information you may provide on other people to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer as set out in Representation of the People Act 1983 and associated regulations.

Some of the information that is collected in this form is classified as special category personal data. This is processed for reason of substantial public interest as set out in Representation of the People Act 1983 and associated regulations. To process this type of information the Data Controller must have a relevant policy document that sets out how this information will be handled.

The Electoral Registration Officer is the Data Controller: Graeme Strachan, 17A South Gyle Crescent, Edinburgh, EH12 9FL, 0131 344 2500.

You should refer to the Privacy Notice at www.lothian-vjb.gov.uk/privacy.html for further information relating to the processing of personal data.

Problems with the form?

Contact us if you need any help understanding or completing this form:

e-mail enquiries@lothian-vjb.gov.uk or telephone **0131 344 2500**.